

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.568
STATE OF HAWAII	3.569

.....	3.570
	3.571
Specifications for the Classes:	3.572
	3.573

PAROLE OFFICER I, II, III, IV, V & VI

SERIES DEFINITION:

Positions in this series perform and/or supervise professional work in the rehabilitation, monitoring, and control of adult inmates who have served time in prison and are to be released as parolees, and parolees who have already been released back into the community under the continued custody of the State and under conditions that permit reincarceration in the event parole requirements are violated.

Parole Officers help pre-parolees/parolees resolve problems and bring about their social, mental, and economic readjustment by providing/directing services such as individual and job counseling, substance abuse treatment, and anger management. Parole Officers clarify and make sure pre-parolees/parolees understand the terms of their parole, conduct assessments to determine whether an incarcerated individual is ready for parole, and, if so, the type and degree of supervision and services needed. Parole Officers also conduct investigations into alleged parole violations, and use their knowledge of criminal procedures, laws of arrest, search and seizure, and pertinent sections of the Hawaii Penal Code to disprove or substantiate statements of alleged parole violations. Depending on whether parolees meet or do not meet the conditions of parole, higher level positions make recommendations for discharge from parole, or for parole revocations and reimprisonment.

Level Distinctions/Examples of Duties:

Parole Officer I: This is the entry level in the series. Positions in this class receive formal training in the basic principles, methods, and techniques of parole officer work, which include report writing according to workplace standards, counseling techniques, and pertinent law enforcement matters such as rules of evidence and laws of arrest, search, and seizure; and also receive orientation on the organization, program objectives, and related community agencies. Inmate/parolee contact is limited, work assignments are made concurrently with orientation and training, and supervision is close and immediate.

Parole Officer II: This is the advanced trainee level in the series. Positions in this class continue to receive training in the principles, methods, and techniques of parole officer work, but also perform a greater variety of tasks which involve increased work involvement with inmates, parolees, potential employers, families, and other agency personnel primarily to obtain/substantiate information regarding housing,

employment, treatment plans, etc. Such work is initially conducted under close supervision, which becomes more relaxed as the worker progresses on the job.

Parole Officer III: At this level, Parole Officers perform moderately complex parole work. Supervision received is general in nature, but cases which present more unusual problems will receive closer direction from the supervisor. In those cases, supervisory conferences will be held to discuss problems, evaluate the effectiveness of work performed, and provide guidance as necessary. The worker is also expected to recognize when a case is developing unusual complexities, and bring this to the attention of the supervisor. There are two (2) types of positions in the Parole Officer III class:

Type A: Positions spend the majority of their time independently diagnosing and assessing pre-parole inmates to help plan for their eventual release from prison, and make recommendations to the Parole Board on the probability of successful parole. Work involves reviewing case records and talking to facility caseworkers to determine whether inmates' parole is warranted; establishing levels of necessary supervision; developing treatment plans for inmates by discussing with them services needed outside, such as drug counseling, anger management, etc.; conducting home visits to assess where/with whom the inmate will be staying upon prison release; talking to potential employers to help locate/determine suitability of jobs; making presentations to the Parole Board; and performing other duties as assigned.

Type B: Positions perform the same type of work as Type A above and, in addition, receive training in more difficult Parole Officer tasks involving working with parolees such as conducting day/night surveillance; conducting parole violation investigations and writing up appropriate reports; participating in revocation hearings; and working with more difficult types of cases such as those which involve sex offenders, offenders with mental health problems, and high recidivism-risk offenders.

Parole Officer IV: This is the experienced, fully independent worker level. Positions provide intensive casework services to bring about social, mental health and economic readjustment of parolees while simultaneously ensuring the protection of the community. Positions in this class work with caseloads which include the most complex and possibly dangerous parolees; e.g., those convicted of drug and sex crimes, those with mental health problems, and high recidivism-risk clients.

Positions in this class participate in parole revocation and other hearings by serving as a representative of the department during proceedings to render decisions on whether or not the conditions of parole have been violated.

Positions may also help train lower level Parole Officers; serve as team leaders; monitor the quality of services provided by other agencies for compliance with contract provisions; research trends in parole work; research and prepare grant proposals, reports, and other documents to fund projects; and perform other related duties as assigned.

Supervision is general. The worker at this level is expected to be sufficiently expert in knowledge/judgment so that only minimal supervisory review of work is required, except when the worker requests assistance on especially difficult problems.

Parole Officer V: Positions in this class serve as unit supervisors over groups of lower level Parole Officers which include a significant proportion of Parole Officers IV. As unit supervisors, positions plan, organize, coordinate, review, guide and evaluate unit activities and the work of subordinate staff; provide case consultations to subordinate staff; and may develop and implement staff training programs. Positions may also provide input in the development, revision, and evaluation of policies and procedures, provide input to higher level managers on the direction of the parole program, and perform other related duties as assigned.

Parole Officer VI: Positions in this class plan, direct, and coordinate the work of several groups of Parole Officers who provide the full range of parole services through subordinate supervisors. Positions develop long- and short-range program plans, objectives, policies and procedures; monitor and evaluate the effectiveness of programs and decisions made by subordinate staff; develop guides for the resolution of parole problems; serve as a primary liaison to related community agencies; direct and oversee the development, justification, and review of research projects; plan, justify, and ensure adequate staffing for programs; implement and oversee programs for staff management and development; perform personnel actions (e.g., approve leaves and other personnel transactions, perform performance evaluations, counsel and discipline/recommend discipline to subordinates as necessary); assist in budget preparation and the formulation of annual reports; and perform other related duties as assigned.

Knowledge and Abilities Required: The knowledge and abilities required in order to effectively perform the key duties for each of these classes are indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.

“P” indicates prerequisite knowledge and abilities, which must be brought to the job.

“A” indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.

	Parole Officer Class					
	I	II	III	IV	V	VI
KNOWLEDGE OF:						
1. Research methods and techniques	P	P	P	P	P	P
2. Methods and techniques for evaluating and analyzing facts	P	P	P	P	P	P
3. Report and letter writing	P	P	P	P	P	P
4. Interviewing methods and techniques	A	A	P	P	P	P
5. Counseling methods and techniques	A	A	P	P	P	P
6. Social, psychological, economic and emotional factors, such as culture, gender, age, values, etc., that can influence the behavior and attitude of individuals	A	A	P	P	P	P
7. Case management methods and practices	A	A	A	P	P	P
8. Symptoms and effects of, and types of treatment available for substance abuse	A	A	A	P	P	P
9. Definitions, characteristics, and accepted treatment modalities of mental and emotional disorders and sexual deviancy	A	A	A	P	P	P
10. Problems and symptoms of, and available and acceptable treatment for mentally ill criminal offenders	A	A	A	P	P	P
11. Problems and symptoms of, and available and acceptable treatment for sex offenders	A	A	A	P	P	P
12. Symptoms and effects of, and types of treatment available for individuals who have been sexually abused	A	A	A	P	P	P
13. Specific theories and practices of criminal rehabilitation related to parole work,	A	A	A	P	P	P
14. Criminality and prison culture	A	A	A	P	P	P
15. Laws, rules, regulations, policies and procedures pertaining to the parole program	A	A	A	A	A	A
16. The criminal justice system, criminal law, laws of search and seizure, rules of evidence,	A	A	A	P	P	P

	Parole Officer Class					
	I	II	III	IV	V	VI
17. Safe surveillance practices and procedures			A	P	P	P
18. Principles and practices of supervision					A	P
ABILITY TO:						
1. Read, understand and interpret complex written materials, such as laws and regulations	P	P	P	P	P	P
2. Collect, analyze, evaluate and interpret information	P	P	P	P	P	P
3. Prepare written reports, correspondence, and other official documents	P	P	P	P	P	P
4. Communicate effectively with others, orally and in writing	P	P	P	P	P	P
5. Establish and maintain rapport and effective working relationships with a variety of people	P	P	P	P	P	P
6. Elicit necessary information from people through judicious questioning and by judging body language	A	A	P	P	P	P
7. Determine whether information obtained is legitimate and germane to a case by using logic and assessing the reliability of the informant	A	A	P	P	P	P
8. Use good judgment to make informed casework decisions based on all information presented, e.g., strengths and weaknesses of parolees, behavior while incarcerated, family support, etc.	A	A	P	P	P	P
9. Maintain an objective and emotionally stable attitude in working with criminal offenders and others in possibly distressing situations	P	P	P	P	P	P
10. Recognize signs of criminal/inappropriate behavior, e.g., substance abuse	A	A	A	P	P	P
11. Understand and apply the principles, practices and procedures of parole work, including the boundaries of acceptable work	A	A	A	P	P	P
12. Understand the role of the Hawaii Paroling Authority and its relationship with other public and private agencies	A	A	A	P	P	P
13. Provide correct, concise, organized testimony in court and at parole hearings		A	A	P	P	P
14. Supervise the work of others					P	P
15. Recommend new/revised program policies and procedures					P	P
16. Research projects and make recommendations			P	P	P	P

	Parole Officer Class					
	I	II	III	IV	V	VI
17. Understand and apply fiscal and personnel management policies and requirements as they pertain to program operations					P	P
18. Develop short- and long-range plans in accordance with program goals and objectives, and identify available and additional resources required					P	P

MINIMUM QUALIFICATION REQUIREMENTS

Basic Education Requirement:

Graduation from an accredited college or university with a baccalaureate degree which included a minimum of twelve (12) semester credit hours in behavioral sciences such as psychology, sociology, social work, counseling, criminal justice, etc.

Excess work experience as described under the Experience section which follows, or any other responsible administrative, professional or analytical work which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree, may be substituted on a year for year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills, and abilities, including that gained from twelve (12) semester credit hours in behavioral science.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	General Experience (years)	Specialized Experience (years)	Supervisory Experience (years)	Total Experience (years)
Parole Officer I	0	0	0	0
Parole Officer II	1/2	0	0	1/2
Parole Officer III	1-1/2	0	0	1-1/2
Parole Officer IV	1-1/2	1	0	2-1/2
Parole Officer V	1-1/2	2	*	3-1/2
Parole Officer VI	1-1/2	2	1	4-1/2

General Experience:

Progressively responsible professional experience which involved the performance of counseling or other similar work designed to help individuals, couples, families, and groups learn how to solve problems and make decisions about a variety of personal, social, behavioral, educational, and other concerns.

The experience must have demonstrated the ability to establish and maintain a client/counselor type of relationship which involved tasks such as interviewing people to obtain and analyze information; describing facts and events accurately; logically analyzing and identifying needs; helping people understand the nature of their problems, and consequences of actions; presenting and/or guiding people toward changing/retaining certain behaviors; applying laws, rules, regulations, policies and procedures; preparing a variety of reports; and interacting appropriately and communicating with a variety of persons.

Specialized Experience:

Progressively responsible professional work which demonstrated understanding and proficiency of the overall role and principles of criminal justice work involving the rehabilitation of juvenile or adult criminal offenders, and their transition back into the community. Such experience could have been gained in programs such as parole, probation, or conditional release, and must have demonstrated an understanding and facility in work which balances either the successful reintegration of offenders back to the community, or their quick reincarceration when they choose to disregard conditions of parole and/or present a danger to the public.

Supervisory Experience:

Supervisory experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary.

***Supervisory Aptitude:** Applicants for the class Parole Officer V must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

1. Applicants who possess a Bachelor's degree in Criminal Justice or Social Work will be deemed to meet all requirements for the class Parole Officer II.
2. Applicants who possess a Master's degree in Criminal Justice or Social Work from an accredited college or university will be deemed to meet all requirements for the class Parole Officer III. Applicants who possess a Master's degree in a behavioral science such as Psychology will also be deemed to meet all requirements for a Parole Officer III provided that the curriculum included a minimum of three (3) courses in fields dealing with the human condition such as understanding human emotions, behaviors and motivations; socialization processes; personality development; understanding of various cultures; behavior disorders; sexual roles; etc. A practicum or internship which allowed the practice, under appropriate supervision, of studied theory, is preferred.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills and abilities maybe required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Organizations requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is the first specification for the new classes PAROLE OFFICER I, II, III, IV, V and VI.

Effective Date: May 1, 2004

DATE APPROVED: 5/4/04

Kathleen N.A. Watanabe
KATHLEEN N. A. WATANABE
Director of Human Resources Development